

# Western Addition Community Action Grant Cycle 7

## IMPORTANT DATES TO REMEMBER:

Community Action Grant Cycle 7

**APPLICATIONS DUE:**

**November 1<sup>st</sup>, 2022**

**By 5:00 PM**

Return completed application emailed as **PDF** to;  
**[wacag@successcenters.org](mailto:wacag@successcenters.org)**

For more information or assistance contact the Grant Manager Terrell Henderson, at  
[thenderson@successcenters.org](mailto:thenderson@successcenters.org) or 415-490-7463

See website [www.sfmohcd.org](http://www.sfmohcd.org) for more information.



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## Overview

As a joint initiative between the Mayor's Office of Housing and Community Development and the Western Addition Community Stabilization Fund, Community Action Grants range in size from **\$1,000-\$5,000** with projects to be completed by December 31, 2022. Examples of previously funded projects:

- “*Barrio Fiesta*” – A one-day community event where the neighborhood comes together and experiences culture, food, games, and performances showcasing the talents of different sectors in the South of Market Community.
- “*Bessie Carmichael Filipino Bilingual Classroom Parents*” – Promoting and strengthening the Filipino Language program at Bessie Carmichael
- “*Heroes in Our Windows*” – Window artwork in homage to the SOMA Pilipinas community local heroes that serves as a public art display at the Bayanihan Center.

### Types of Action Grants

**Community Member-Led Action Grants:** 2 or more community members can work with Western Addition residents in the design and implementation of projects that address community empowerment & advocacy, community cohesion & community building, history & heritage, and resident stability.

**Organization-Led Action Grants:** Western Addition organizations can design projects that benefit the broader Western Addition community. Funds are to be used to host community events, or for projects focused on improving community spaces like parks, commercial corridors, and other historical/cultural landmarks. These projects are organization-led, but require active community engagement and foster cross-cultural and/or intergenerational community building.

### GRANT GUIDELINES

- Expenses included in the grant budget must be **incurred by December 19<sup>th</sup>, 2022**.
- **Receipts are due by December 21<sup>st</sup>, 2022**.
- Projects must have at least 2 working members.
- Projects must serve the Western Addition community and/or be located in Western Addition.
- Community-based groups (faith-based, neighborhood-based, etc.) can submit up to two project ideas per grant, but only **one grant** per CBO will be awarded.
- Members of the project should commit to staying with the group during project implementation. Some turnover is expected, but the group should stay relatively consistent for the time that it takes to complete the project.
- Residents and workers of the Western Addition should not be denied entrance to or participation in a Community Action Grant event due to their inability to pay an entrance fee.
- Grant funds may not be used to support a political campaign or candidate. Grantees must conduct a short informational and planning session with the Community Action Grant Coordinator and submit appropriate documentation and reporting requirements upon completion of the project.
- Grantees are expected to attend Mo Magic Collaborative (MMC) meetings upon request of the Grant Coordinator.

### Grants cannot pay for:

1. Stipends for agency staff time
2. Rental of office space
3. Political activities
4. Equipment (copy machine, adult bicycles, furniture, computers, etc.)
5. Professional development for agency staff
6. Expenses without verifiable receipts and/or invoice statements without supporting documents
7. Funds used to subsidize existing agency activities

## PROJECT SELECTION

- The Western Addition MMC members will review and rank projects according to how well they meet the stated goals.
- In order to submit a ranking as part of the project selection, groups must demonstrate regular participation in the monthly MMC meetings.
- Each Mo Magic Community organization will have one ranking submission regardless of number of representatives present.
- Ultimately, decision-making process is guided by those in attendance at the MMC meeting dedicated to application selection. In prior years, criteria used in the decision-making process was:
  - a) **How well the project serves the community**
  - b) **Who is impacted/served by the project (i.e. seniors, low-income households, families, etc.)**
  - c) **Budget specifics (i.e. does the budget match the request)**
  - d) **Whether or not the project can be completed with partial funds**

## TECHNICAL ASSISTANCE

Technical assistance will provide to projects during the application phase and planning phase to help solidify the vision as well as provide feedback around the activity and budget details. Additional assistance will be provided on an as-needed basis throughout the grant term. Contact Terrell Henderson at [wacag@successcenters.org](mailto:wacag@successcenters.org), or **415-490-7463** for technical assistance.

## REPORTING REQUIREMENTS

- Original receipts for all expenses
- Copies of participant sign-in sheets
- Pictures of final project and of project implementation, where relevant
- Copies of fliers and other outreach materials
- End-of-project final report to reflect on the impact of this effort once the project is finished

## FUNDING AND TIMELINE

<b>COMMUNITY ACTION GRANT APPLICATION RELEASED</b>	<b>October 28<sup>th</sup>, 2022</b>
<b>PROJECT APPLICATION DUE</b>	<b>November 1<sup>st</sup>, 2022 @ 5:00 pm</b>
<b>PROJECT PROPOSAL SELECTION</b>	<b>November 7<sup>th</sup>, 2022 @ 10:00 am</b>
<b>GRANTEE ANNOUNCEMENT</b>	<b>November 11<sup>th</sup>, 2022</b>
<b>GRANT IMPLEMENTATION</b>	<b>November 11<sup>th</sup>, 2022</b>
<b>GRANT END DATE</b>	<b>December 31<sup>st</sup>, 2022</b>

**\*\*Please note, failure to follow timeline and reporting requirements may result in ineligibility for future Community Action Grant opportunities\*\***



3. Please explain in one or two sentences how your project will support the goals you've checked above:

4. What additional support might you need to successfully implement your project?

5. What is your timeline for this project? Dates of milestones, etc. *Note: All grant expenses included in project budget must be incurred by December 19th, 2020.*

6. Are you able to complete this project with partial funding?

- No
- Yes

If yes, what amount would you need to complete the project? \$\_\_\_\_\_

### III. Project Budget

Please use the table below to summarize your project's expenses. The total budget outlined below must equal the total dollar amount requested in this application. A maximum of \$5,000 may be requested.

Expense Type	Description/Purpose	Amount
<i>Example: Supplies</i>	<i>Gardening and landscaping materials to create mini-park at senior center</i>	<i>\$400</i>
Supplies		
Facilities/Space		
Transportation		
Contracted labor/honorarium		
Food		
Stipends*		
Other		
<b>TOTAL EXPENSES:</b>		

What is the approximate total budget of this project? \$\_\_\_\_\_

*Please retain all receipts associated with the project budget and submit them with payment request.*

### IV. Agreements

- I agree to participate in short informational and planning session with the Community Action Grant Coordinator.
- I agree to submit monthly email updates on the status of this project to Community Action Grant Coordinator.
- I agree to inform Community Action Grant Coordinator if I encounter challenges to executing this agreement or any delays to the intended project.
- I agree to identify the Western Addition Community Action Grant award in all promotional materials and media promoting this funded project.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date